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Rec'd  
20 May 64

MEMORANDUM TO: Deputy Director (Intelligence)  
Deputy Director (Support)  
Deputy Director (Plans)  
Deputy Director (Science & Technology)

SUBJECT : Official Entertainment in the Executive  
Dining Room

REFERENCES : (a) Memorandum to the above addressees from  
Executive Director, 5 March 1964, subject:  
Entertainment of Government Officials

(b)

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1. In order that there be no misunderstanding in applying policy set forth in referenced memorandum and regulation in respect to entertainment functions held in the Executive Dining Room, you are advised that Agency employees attending these affairs shall in all cases pay for their own food and drink.

2. Policy and procedures on luncheon functions are as follows:

a. Regardless of the employment status of the guests, Agency employees will pay for their meals at the prices quoted on the luncheon menu (if drinks are served there will be an additional charge of 50¢ per drink).

b. If the function is attended by U. S. Government employees exclusively, the host will be billed for the non-Agency guests per paragraph 1, reference a.

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c. If the function involves official entertainment of non-U. S. Government employees or a combination of non-U. S. Government and U. S. Government employees, cost of meals and drinks for all non-Agency guests will be a reimbursable item. For administrative convenience, when a single luncheon function consists of two or less non-Agency guests, charges for their meals will be absorbed by the Mess fund. In those cases involving three or more non-Agency guests, the host will be billed for all non-Agency guests with the understanding that he can claim reimbursement through the normal administrative channels of his Directorate.

3. Policy and procedures on evening dinner functions are as follows:

a. If the dinner function is attended by U. S. Government employees exclusively (Agency and non-Agency), charges for food and drink will be prorated among those in attendance and individuals will be billed accordingly. Non-Agency personnel in attendance will be billed directly and it is the responsibility of the host to insure that this is understood by the attendees. (Past experience in these affairs indicates an average cost of \$5 per person.)

b. If the function involves entertainment of non-U. S. Government employees or a combination of non-U. S. Government and U. S. Government employees, the function will be billed as follows: Agency employees will pay a flat charge of \$3 for food and drink. The host will be billed (and can claim reimbursement through his regular administrative channels) for the difference between the total cost of the dinner and the charges billed the Agency employees in attendance. For example, a dinner function for twenty people consisting of sixteen Agency and four non-U. S. Government employees would be billed as follows:

Total costs for food and drink	\$100.00
Less amount billed sixteen Agency personnel at \$3 per person	<u>- 48.00</u>
Balance billed host for which reimbursement can be claimed.	52.00

c. Overtime expenses for dinner functions will be considered as an Agency expense incident to official entertainment. To avoid unnecessary bookkeeping these costs will be absorbed in the salary allotment for the Director's Office. Records will be kept on the amount of overtime involved and if it appears that the volume of dinner functions is unduly distorting overtime costs for the Office of the Director, subsequent accounting adjustments may be made charging the allotment of the Directorate concerned.



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Lyman B. Kirkpatrick  
Executive Director-Comptroller